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Chapter 23: Legal Affairs Records

Office of the Legal Adviser (L/FO)

A-23-001-01a	Legal Adviser's Files	
Description:	a. Subject Files. Telegrams, memorandums, reports, notes and other documentation on subjects of relevance or interest to the Legal Adviser. Arranged by subject.	
Disposition:	Permanent. Retire to RSC 1 year after end of tenure of principal for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 30 years after end of tenure of principal.	
DispAuthNo:	N1-59-95-11, item 1a	Date Edited: 4/1/1999
A-23-001-01b	Legal Adviser's Files	
Description:	b. Chronological Files. Extra copies of outgoing documents filed chronologically.	
Disposition:	Permanent. Retire to RSC 1 year after end of tenure of principal for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 30 years after end of tenure of principal.	
DispAuthNo:	N1-59-95-11, item 1b	Date Edited: 4/1/1999
A-23-001-02a	Principal Deputy and Deputy Legal Advisers' Files	
Description:	a. Subject Files. Telegrams, memorandums, reports, notes, correspondence and other documentation on subjects of relevance or of interest to incumbent.	
Disposition:	Permanent. Retire to RSC 1 year after end of tenure of principals for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 30 years after end of tenure of principal.	
DispAuthNo:	N1-59-95-11, item 2a	Date Edited: 4/1/1999
A-23-001-02b	Principal Deputy and Deputy Legal Advisers' Files	
Description:	b. Chronological Files. Chronological arrangement of copies of all documents signed by incumbent. These documents do not necessarily duplicate the subject files.	
Disposition:	Permanent. Retire to RSC 1 year after end of tenure of principal for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 30 years after end of tenure of principal.	
DispAuthNo:	N1-59-95-11, item 2b	Date Edited: 4/1/1999

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A-23-001-03a	Staff Assistant's Files	
Description:	a. Top Secret Documents - arranged in chronological order.	
Disposition:	Permanent. Cut off at the end of the calendar year. Retire to RSC when 2 years old for transfer to Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.	
DispAuthNo:	N1-59-95-11, item 3a	Date Edited: 4/1/1999
A-23-001-03b	Staff Assistant's Files	
Description:	b. NODIS and EXDIS Documents.	
Disposition:	Destroy when 1 year old or when no longer needed for operational purposes, whichever is sooner. Record copies are maintained by S/S.	
DispAuthNo:	N1-59-95-11, item 3b	Date Edited: 4/1/1999
A-23-001-04	Weekly Reports	
Description:	Weekly reports from component offices of the Legal Adviser providing an overview of the work and activities of the offices as well as key issues that arise, that are being worked on, and that have been resolved.	
Disposition:	Permanent. Cut off at the end of the calendar year. Retire to RSC when 2 years old for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.	
DispAuthNo:	N1-59-95-11, item 4	Date Edited: 4/1/1999

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Office of Buildings and Acquisitions (L/BA)

A-23-002-01 Litigation Case Files - Arranged by name of claimant and court case number

Description: Memorandums, correspondence, reports to courts, contracting officers' decisions, proposals, bid protests and other documentation relating to litigation by or against U.S. involving acquisition, construction and management of foreign property.

Disposition: Retire to RSC 6 months after close of case and the appeal date has passed. Destroy 6 years and 3 months after close of case and the appeal date has passed.

DispAuthNo: N1-59-95-11, item 5 **Date Edited:** 4/1/1999

A-23-002-02 Contract Claims Files - Arranged by name and contract claim number

Description: Correspondence, memorandums, reports, copies of contracts and other documents relating to the negotiation and settlement of contract cases.

Disposition: Retire to RSC 6 months after settlement of case. Destroy 6 years after settlement of the case.

DispAuthNo: N1-59-95-11, item 6 **Date Edited:** 4/1/1999

A-23-002-03 Subject Files

Description: Working files containing miscellaneous correspondence, memorandums, and other documentation accumulated while servicing client bureaus relating to acquisition and management of foreign property.

Disposition: Destroy as space requirements and frequency of use dictate. Send unique documents to the office of record, i.e. FBO, OPR, etc.

DispAuthNo: N1-59-95-11, item 7 **Date Edited:** 4/1/1999

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Board of Appellate Review

A-23-003-01	Decisions of the Board of Appellate Review	
Description:	Copies of Board Decisions arranged in alphabetical order by appellate. No correspondence is included. Includes full set and published opinions.	
<p>Note: The Board of Appellate Review ceased operations in 2009.</p>		
Disposition:	Permanent. Upon dissolution of Board, retire to RSC for immediate transfer to the National Archives.	
DispAuthNo:	N1-59-95-11, item 8	Date Edited: 4/1/1999
A-23-003-02	Transcripts of Hearings	
Description:		
Disposition:	Destroy when 2 years old.	
DispAuthNo:	N1-59-95-11, item 9	Date Edited: 4/1/1999
A-23-003-03a	Subject Files - Memorandums, opinions, letters to appellates, the Legal Adviser, L/CA, informing of decisions, organizational documentation, and other material	
Description:	a. Historical Files. Records relating to the establishment, organization, work, activities, and authorities of the board and predecessor organizations.	
<p>Note: The Board of Appellate Review ceased operations in 2009.</p>		
Disposition:	Permanent. Upon dissolution of Board, retire to RSC for immediate transfer to the National Archives.	
DispAuthNo:	N1-59-95-11, item 10a	Date Edited: 4/1/1999
A-23-003-03b	Subject Files - Memorandums, opinions, letters to appellates, the Legal Adviser, L/CA, informing of decisions, organizational documentation, and other material	
Description:	b. All other records.	
Disposition:	Destroy as space requirements and frequency of use dictate.	
DispAuthNo:	N1-59-95-11, item 10b	Date Edited: 4/1/1999

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Office of the Executive Director (L/EX)

A-23-004-01	Management Analysis Files	
Description:	Subject files used to do special analytical projects such as workload analysis, efficiency studies, monitoring of staffing patterns, employment projections; other special projects, including internal control liaison and liaison with the Office of Inspector General. Copies of OIG inspection reports and correspondence regarding compliance, memorandums, staffing patterns, requisitions, and other reports and correspondence.	
Disposition:	Destroy when no longer needed for operational purposes.	
DispAuthNo:	N1-59-95-11, item 11	Date Edited: 4/1/1999
A-23-004-02	Recruitment Files	
Description:	Resumes, transcripts and reviews of resumes arranged in alphabetical order. NOTE: See A-04-002-04	
Disposition:	N/A	
DispAuthNo:	N/A	Date Edited: 10/13/2010
A-23-004-03	Special Projects and Reports Financial Files	
Description:	Purchase orders, public vouchers, obligations documents, memorandums and other documents relating to special projects and reports in the bureau, such as the Protective Fisherman's Fund, the Victory Van US-Iranian Claim, Law Digest and Relocation of SA-9, etc.	
Disposition:	Destroy when no longer needed for operational purposes.	
DispAuthNo:	N1-59-95-11, item 13	Date Edited: 4/1/1999
A-23-004-04	Opinions and Reports of the Examiner of Claims, the Solicitor, and the Legal Adviser, 1865-1950	
Description:	Arranged chronologically in bound volumes entitled Opinions and Reports of the Examiner of Claims; Opinions and Reports of the Solicitor; Opinions of the Legal Adviser. Written reports and opinions of the Department's legal counsel.	
Disposition:	Permanent. Retire to RSC after having been installed on CD-ROM server for immediate transfer to the National Archives.	
DispAuthNo:	N1-59-95-11, item 14	Date Edited: 4/1/1999

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Geographic Offices: African and Near Eastern Affairs (L/AN); Afghanistan and South Central Asia (L/ASCA); East Asia and Pacific Affairs (L/EAP); European and Eurasian Affairs (L/EUR); and Western Hemisphere Affairs (L/WHA)

A-23-005-01	Subject and Country Files	
Description:	Copies of legislation, rules, circulars, notices and regulations, correspondence, telegrams, airgrams, memoranda, articles, legislative histories, depositions, legal briefs, and other legal documents, policy statements, press releases, and other documentation that the office has accumulated while providing advice and support to client bureaus.	
Disposition:	Permanent. Retire to the RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.	
DispAuthNo:	N1-59-95-11, item 15	Date Edited: 4/1/1999
A-23-005-02	Legal Case Files - Arranged by subject, country, and name	
Description:	Copies of legislation, rules, circulars, notices and regulations, correspondence, telegrams, airgrams, memoranda, articles, legislative histories, depositions, legal briefs, and other legal documents, policy statements, press releases, and other documentation that the office has accumulated while providing advice and support to client bureaus.	
Disposition:	Permanent. Retire to the RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.	
DispAuthNo:	N1-59-95-11, item 16	Date Edited: 4/1/1999
A-23-005-03	Organization and Conference Files - Arranged by organization, thereunder by subject, case name or conference date	
Description:	Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, resolutions, intelligence reports, and reference material documenting U.S. participation or interest in national and international organizations addressing issues concerning countries in the assigned geographical areas.	
Disposition:	Permanent. Retire to the RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.	
DispAuthNo:	N1-59-95-11, item 17	Date Edited: 4/1/1999

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A-23-005-04a	Secretary of State Briefing Books	
Description:	Books prepared for the use of the Secretary of State and Office of the Secretary at multilateral meetings and conferences, containing copies of key international documents and other papers required for the negotiation of international agreements.	
	a. Record Copy.	
Disposition:	Permanent. Retire to RSC 1 year after conclusion of agreement. Transfer to the WNRC immediately thereafter. Transfer to the National Archives when 30 years old.	
DispAuthNo:	N1-59-95-11, item 18a	Date Edited: 4/1/1999
A-23-005-04b	Secretary of State Briefing Books	
Description:	Books prepared for the use of the Secretary of State and Office of the Secretary at multilateral meetings and conferences, containing copies of key international documents and other papers required for the negotiation of international agreements.	
	b. Extra Copies.	
Disposition:	Destroy when 1 year old.	
DispAuthNo:	N1-59-95-11, item 18b	Date Edited: 4/1/1999
A-23-005-05a	General Background/Briefing Books	
Description:	Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions.	
	a. Master Copy.	
Disposition:	Permanent. Retire to the RSC when 3 years old for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.	
DispAuthNo:	N1-59-95-11, item 19a	Date Edited: 4/1/1999

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**A-23-005-
05b General Background/Briefing Books**

Description: Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions.

b. Extra Copies.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-95-11, item 19b

Date Edited: 4/1/1999

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Office of Consular Affairs (L/CA)

A-23-006-01a	Litigation Case Files - Arranged by name of litigant and case number	
Description:	Legal briefs and other court documents, copies of legislation, memorandums, telegrams, correspondence, and other documentation relating to litigation involving consular affairs.	
	a. Precedent Cases.	
Disposition:	Permanent. Retire to the RSC 1 year after close of case for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 30 years after close of case.	
DispAuthNo:	N1-59-95-11, item 20a	Date Edited: 4/1/1999
A-23-006-01b	Litigation Case Files - Arranged by name of litigant and case number	
Description:	Legal briefs and other court documents, copies of legislation, memorandums, telegrams, correspondence, and other documentation relating to litigation involving consular affairs.	
	b. Non-Precedent Cases.	
Disposition:	Retire to RSC when 1 year old. Destroy when 2 years old.	
DispAuthNo:	N1-59-95-11, item 20b	Date Edited: 4/1/1999
A-23-006-02	Subject Files	
Description:	Memorandums, telegrams, correspondence, legal documents and other documentation pertaining to consular affairs, including international agreements.	
Disposition:	Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.	
DispAuthNo:	N1-59-95-11, item 21	Date Edited: 4/1/1999

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Office of International Claims and Investment Disputes (L/CID)

A-23-007-01a	Iraq/U.S. Claims Files	
Description:	a. Subject Files. Files on general subject matters relating to a variety of claims and their settlement, including awards and presentation of claims before the U.N. Compensation Commission set up to handle these claims. Telegrams, correspondence, memorandums, policy and issue papers, legal positions and other related documentation.	
Disposition:	Permanent. Retire to RSC as space requirements and frequency of use dictate for eventual transfer to the WNRC. Transfer to the National Archives when 30 years old.	
DispAuthNo:	N1-76-95-03, item1a	Date Edited: 4/1/1999
A-23-007-01b	Iraq/U.S. Claims Files	
Description:	b. Claims Files. Individual corporation and government claims filed before the U.N. Compensation Commission against Iraq. Claim form and supporting documentation. Arranged in alphabetical order by type of case and then by name of case. There is an accompanying database.	
Disposition:	Disposition not approved. Do not destroy. Cut off files on termination of UN Compensation Commission and retire to RSC. Notify NARA so that final appraisal may be undertaken.	
DispAuthNo:	N1-76-95-3, item 1b	Date Edited: 4/1/1999
A-23-007-01c	Iraq/U.S. Claims Files	
Description:	c. Iraqi Claims Database. Pace software dependent database used to trace claims from inception through adjudication and payment of awards. Contains pertinent information about claims.	
Disposition:	Disposition not approved. Do not destroy. Cut off files on termination of UN Compensation Commission and retire to RSC. Notify NARA so that final appraisal may be undertaken.	
DispAuthNo:	N1-76-95-3, item 1c	Date Edited: 4/1/1999

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A-23-007-02a	U.S./Iran Claims Tribunal Files	
Description:	a. Central Subject Files. Memorandums, background information, correspondence, forms, copies of congressionals and hearings, diplomatic notes, press clippings, telegrams, court proceedings and other documents relating to claims and arbitration before the Tribunal.	
Disposition:	Permanent. Retire to RSC 1 year after closure of the Tribunal for eventual transfer to the WNRC. Transfer to the National Archives 5 years after closure of the Tribunal.	
DispAuthNo:	N1-76-95-2, item 1a	Date Edited: 4/1/1999
A-23-007-02b	U.S./Iran Claims Tribunal Files	
Description:	b. Small Claims. Settled claims arranged in numerical order with an alphabetical and numerical index. Consists of Tribunal documents -- orders, etc., copy of claim, correspondence between claimant and Department, and court documents. Copies of documentation furnished to Foreign Claims Settlement Commission.	
Disposition:	Disposition not approved. Do not destroy. Cut off files on termination of Iran-United States Claims Tribunal and retire to RSC. Notify NARA so that final appraisal may be undertaken.	
DispAuthNo:	N1-76-95-2, item 1b	Date Edited: 4/1/1999
A-23-007-02c	U.S./Iran Claims Tribunal Files	
Description:	c. Large Claims. Arranged in numerical order with an alphabetical and numerical index. Consists of Tribunal documents, legal opinions, order, etc., correspondence between the Department and claimant's attorneys along with claimant's response and exhibits.	
Disposition:	Disposition not approved. Do not destroy. Cut off files on termination of Iran-United States Claims Tribunal and retire to RSC. Notify NARA so that final appraisal may be undertaken.	
DispAuthNo:	N1-76-95-2, item 1c	Date Edited: 4/1/1999
A-23-007-02d	U.S./Iran Claims Tribunal Files	
Description:	d. Iran/U.S. Tribunal Decisions. Bound volumes of decisions.	
Disposition:	Permanent. Retire to the RSC as space requirements and frequency of use dictate for eventual transfer to the National Archives.	
DispAuthNo:	N1-76-95-2, item 1d	Date Edited: 4/1/1999

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A-23-007-03	U.S./Iran Claims Tribunal		
Description:	Documents of Evidence (source documentation). Commercial and technical documents collected from the Department of State, Department of Justice, and the Department of Defense to be used as hard evidence in support of large claims. Packing lists, bills of lading, etc., covering the date range of 1976 to present.		
Disposition:	Return to the source of documents or destroy when no longer needed. Material selected as claims exhibits should be filed with claims files.		
DispAuthNo:	N1-76-96-2, item 1	Date Edited:	4/1/1999
A-23-007-04	Legal Bureau Correspondence Control (LX)		
Description:	On-line information system which serves as a register of claims against Iran submitted by United States citizens between April 1981 and approximately April 1982, which were handled by the bureau. Data includes a sequential claim identification number, date of claim, name of attorney, type of claim, amount, and the action status of the claim.		
Disposition:	Disposable. Destroy when active agency use ceases.		
DispAuthNo:	NC1-59-83-4, item 18	Date Edited:	4/1/1999
A-23-007-05	Country Claims Files - Arranged by country and thereunder by subject or case		
Description:	Claims of U.S. nationals against foreign governments relating to confiscation, breach of contract, denial of justice, war damage, mob violence and wrongful death, etc. Includes claim, telegrams, correspondence between the Department and the claimant along with documentary evidence as may be necessary to substantiate claim.		
Disposition:	Retire to RSC 5 years after resolution of claim for transfer to the Washington National Records Center (WNRC). Destroy 20 years after resolution of claim.		
DispAuthNo:	N1-59-95-11, item 22	Date Edited:	4/1/1999
A-23-007-06	Subject Claims files		
Description:	Memorandums, correspondence, reports, telegrams, research material, and other documentation relating to claims but not to specific claims against specific countries. Arranged by general subject.		
Disposition:	Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Destroy when 15 years old.		
DispAuthNo:	N1-59-95-11, item 23	Date Edited:	4/1/1999

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A-23-007-07a	Tort Claims Files - Civil claims for negligent acts of Department of State employees under the Federal Tort Claims Act and the Act of August of 1956 relating to property damage, personal injury and wrongful death	
Description:	a. Administrative Claims.	
Disposition:	Retire to RSC 1 year after resolution of case. Transfer to the WNRC 5 years later. Destroy 10 years after resolution of case.	
DispAuthNo:	N1-59-95-11, item 24a	Date Edited: 4/1/1999
A-23-007-07b	Tort Claims Files - Civil claims for negligent acts of Department of State employees under the Federal Tort Claims Act and the Act of August of 1956 relating to property damage, personal injury, and wrongful death	
Description:	b. Litigation Files.	
Disposition:	Retire to RSC 1 year after close of case. Transfer to WRNC 5 years later. Destroy 20 years after close of case.	
DispAuthNo:	N1-59-95-11, item 24b	Date Edited: 4/1/1999
A-23-007-08	Nairobi Bombing Claims Forms (SF-95)	
Description:	Files of SF-95; Claim for Damage, Injury, or Death, resulting from the terrorist bombing of the U.S. Embassy in Nairobi, Kenya. Arranged numerically. Includes, but not limited to Lot 02D295 and 02D297.	
Disposition:	TEMPORARY: Retire to records holding facility. Destroy when 20 years old. Note: This schedule does not cover the individual claims files relating to these claims.	
DispAuthNo:	N1-59-03-09, item 1	Date Edited: 2/3/2004
A-23-007-09	Heathrow Arbitration Team (L/HAT) Officer Subject Files	
Description:	Subject files belonging to John Crook, Samuel M. Witten, and Laura V. Farthing. Correspondence, research material, memoranda, FAXes, and other documents arranged by subject. (Supersedes N1-076-95-1, item 7.)	
Disposition:	TEMPORARY. Retire immediately to the Records Service Center (RSC) after settlement of all claims for transfer to a Federal Records Center. Destroy 25 years after settlement of all claims.	
DispAuthNo:	N1-076-10-1	Date Edited: 4/15/2010

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A-23-007-10	North and Central American Free Trade Agreements (NAFTA and CAFTA)
Description:	Court documents, written submissions of the parties, correspondence related to the case (i.e. correspondence to/from Tribunal members and parties involved), telegrams, memorandums, research and reference materials, legislation histories, exhibits and other documentation relating to the case, any chronologies of the case, final memos written in relation to the case, orders and awards of the Tribunal.
Disposition:	N/A
DispAuthNo:	N/A
	Date Edited: 1/10/2011
A-23-007-10a	North and Central American Free Trade Agreements (NAFTA and CAFTA)
Description:	a. Litigation Case Files
Disposition:	Permanent. Retire to the Records Service Center (RSC) 2 years after case is closed. Transfer to WNRC 10 years after case is closed. Transfer to the National Archives 25 years after case is closed.
DispAuthNo:	N1-059-09-44, item 1a
	Date Edited: 1/10/2011
A-23-007-10b	North and Central American Free Trade Agreements (NAFTA and CAFTA)
Description:	b. Routine Case Files
	Those that are not historically significant or precedent setting are not covered by the schedule.
Disposition:	Contact the Department of State Records Officer to submit an SF-115 to NARA. NARA will determine the disposition on a case-by-case basis or will determine if a new item needs to be added to this schedule.
DispAuthNo:	N/A
	Date Edited: 1/10/2011

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Office of Economic and Business Affairs (L/EB)

A-23-008-01 Subject Files

Description: Telegrams, memorandums, handwritten notes, facsimiles, E-mail, copies of treaties and treaty information, reports, correspondence, legislative histories and other documentation accumulated while providing legal advice on domestic and international aspects of U.S. economic relations with other countries, including trade, antitrust, civil aviation, shipping, commodities, transfer of technology, monetary matters, and telecommunications.

Disposition: Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 25

Date Edited: 4/1/1999

A-23-008-02 Country Files

Description: Documentation pertaining to specific countries and arranged as such. Telegrams, memorandums, handwritten notes, facsimiles, e-mail, copies of treaties and treaty information, reports, correspondence, legislative material and histories and other documentation.

Disposition: Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 26

Date Edited: 4/1/1999

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Office of Public Diplomacy and Public Affairs (L/PD)

A-23-009-01 Subject Files

Description: Briefing papers, memorandums, telegrams, copies of educational and cultural agreements, copies of press conferences, hearings, bills, copies of U.S. code, correspondence, exhibits, position papers, memorandums of conversation, newspaper clippings and other documentation relating to protection and restitution of cultural property.

Disposition: Permanent. Transfer to the RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 27 **Date Edited:** 4/1/1999

A-23-009-02 Case Files

Description: Specific case and claims relating to protection and restitution of cultural property. Newspaper clippings, correspondence, copies of treaties and agreements, memorandums and other documentation providing evidence that property was stolen and who the rightful owners are.

Disposition: Permanent. Retire to RSC 10 years after case is closed for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 28 **Date Edited:** 4/1/1999

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Office of Employment Law (L/EMP)

A-23-010-01a	Ethics and Employment Law Case Files	
Description:	Legal Briefs and other legal documents, including depositions, trial and/or hearing transcripts, and exhibits; memorandums, telegrams, correspondence, court documents, and other legal documentation accumulated while providing advice in support of litigation brought against the Department. Arranged by name of individual and case number.	
	a. EEO Complaints in EEOC, OFO, and federal court.	
Disposition:	Temporary. Retire to records center 6 months after Department's final response. Destroy 10 years after Department's final response.	
DispAuthNo:	N1-059-08-13, item 1a	Date Edited: 2/25/2009
A-23-010-01b	Ethics and Employment Law Case Files	
Description:	Legal Briefs and other legal documents, including depositions, trial and/or hearing transcripts, and exhibits; memorandums, telegrams, correspondence, court documents, and other legal documentation accumulated while providing advice in support of litigation brought against the Department. Arranged by name of individual and case number.	
	b. Merit System Protection Board cases. Includes Foreign Service and Civil Service	
Disposition:	Temporary. Retire to records center 6 months after Department's final response. Destroy 10 years after Department's final response.	
DispAuthNo:	N1-059-08-13, item 1b	Date Edited: 2/25/2009
A-23-010-01c	Ethics and Employment Law Case Files	
Description:	Legal Briefs and other legal documents, including depositions, trial and/or hearing transcripts, and exhibits; memorandums, telegrams, correspondence, court documents, and other legal documentation accumulated while providing advice in support of litigation brought against the Department. Arranged by name of individual and case number.	
	c. Personnel Grievance Cases. Civil Service Employees.	
Disposition:	Temporary. Retire to records center 6 months after Department's final response. Destroy 7 years after Department's final response.	
DispAuthNo:	GRS 1, item 30a	Date Edited: 1/24/2011

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A-23-010-01d	Ethics and Employment Law Case Files
Description:	Legal Briefs and other legal documents, including depositions, trial and/or hearing transcripts, and exhibits; memorandums, telegrams, correspondence, court documents, and other legal documentation accumulated while providing advice in support of litigation brought against the Department. Arranged by name of individual and case number. d. Personnel Grievance Cases. Foreign Service Employees (exception from GRS 1 item 30a).
Disposition:	Temporary. Retire to records center 6 months after Department's final response. Destroy 20 years after Department's final response. Supersedes N1-59-95-11, item 29c (2).
DispAuthNo:	N1-059-08-13, item 1d
	Date Edited: 2/25/2009
A-23-010-01e	Ethics and Employment Law Case Files
Description:	Legal Briefs and other legal documents, including depositions, trial and/or hearing transcripts, and exhibits; memorandums, telegrams, correspondence, court documents, and other legal documentation accumulated while providing advice in support of litigation brought against the Department. Arranged by name of individual and case number. e. Unfair Labor Practices and other Union Disputes. Includes: (1) Civil Service Employees; (2) Foreign Service Employees; (3) Union Institutional matters; (4) Investigative Cases.
Disposition:	Temporary. Retire to records center 6 months after Department's final response. Destroy 10 years after Department's final response.
DispAuthNo:	N1-059-08-13, item 1e
	Date Edited: 2/25/2009
A-23-010-01f	Ethics and Employment Law Case Files
Description:	Legal Briefs and other legal documents, including depositions, trial and/or hearing transcripts, and exhibits; memorandums, telegrams, correspondence, court documents, and other legal documentation accumulated while providing advice in support of litigation brought against the Department. Arranged by name of individual and case number. f. Labor Arbitrations.
Disposition:	Temporary. Retire to records center 6 months after Department's final response. Destroy 10 years after Department's final response.
DispAuthNo:	N1-059-08-13, item 1f
	Date Edited: 2/25/2009

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A-23-010-01g	Ethics and Employment Law Case Files	
Description:	Legal Briefs and other legal documents, including depositions, trial and/or hearing transcripts, and exhibits; memorandums, telegrams, correspondence, court documents, and other legal documentation accumulated while providing advice in support of litigation brought against the Department. Arranged by name of individual and case number.	
	g. Touhy Regulation Cases	
Disposition:	Temporary. Retire to records center 6 months after Department's final response. Destroy 5 years after case is closed.	
DispAuthNo:	N1-059-08-13, item 1g	Date Edited: 2/25/2009
A-23-010-02	Employment Law Subject Files	
Description:	Telegrams, memorandums, draft statements, guidance, facsimiles, interpretation of laws and regulations, and other documentation used to provide advice concerning personnel issues to client bureaus in cases that may or may not result in litigation.	
Disposition:	Permanent. Retire to records center as space requirements and frequency of use dictate. Transfer to the National Archives when 25 years old. Supersedes N1-59-95-11, item 30.	
DispAuthNo:	N1-059-08-13, item 2	Date Edited: 2/25/2009
A-23-010-03	Ethics Subject Files	
Description:	Telegrams, handwritten notes, memorandums, statements, guidance, facsimiles, laws and regulations and other documentation used to provide advice concerning ethical issues to client bureaus.	
Disposition:	Temporary. Retire to records center as space requirements and frequency of use dictate. Destroy 2 years after receipt by records center. Supersedes N1-59-95-11, item 31.	
DispAuthNo:	N1-059-08-13, item 3	Date Edited: 2/25/2009

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A-23-010-04a	Nominations Files	
Description:	Nomination papers and White House Personal Data Statement, campaign contribution forms, SFRC questionnaires, financial disclosure reports (SF-278), correspondence, memorandums, instructions, and other documentation relating to nominations for Ambassadors to foreign countries, U.S. representatives to delegations of international organizations, and Senate confirmed nominees at the level of Assistant Secretary and above. Arranged overall by type and name of nominee.	
	a. Confirmed Nominees.	
Disposition:	Temporary. Retire to records center 3 years after certification. Destroy 6 years after certification. Note: OGE Rule. Supersedes N1-59-95-11, item 32a.	
DispAuthNo:	N1-059-08-13, item 4a	Date Edited: 2/25/2009
A-23-010-04b	Nominations Files	
Description:	Nomination papers and White House Personal Data Statement, campaign contribution forms, SFRC questionnaires, financial disclosure reports (SF-278), correspondence, memorandums, instructions, and other documentation relating to nominations for Ambassadors to foreign countries, U.S. representatives to delegations of international organizations, and Senate confirmed nominees at the level of Assistant Secretary and above. Arranged overall by type and name of nominee.	
	b. Unconfirmed Nominees.	
Disposition:	Temporary. Destroy 1 year after nominee is withdrawn. Note: OGE Rule. Supersedes N1-59-95-11, item 32b.	
DispAuthNo:	N1-059-08-13, item 4b	Date Edited: 2/25/2009
A-23-010-05	Nominations Summary Log	
Description:	A ledger used as a tracking record from beginning of nomination to confirmation or non-confirmation.	
Disposition:	Temporary. Destroy 6 years after last entry in log. Supersedes N1-59-95-11, item 33.	
DispAuthNo:	N1-059-08-13, item 5	Date Edited: 2/25/2009

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A-23-010-06	Pre-employment Clearance File	
Description:	Memorandums, position descriptions, financial disclosure reports and other background material and other documents used to obtain pre-employment clearances for individuals prior to filling covered positions as required by the Ethics Government Act and Ethics Reform Act. Arranged in chronological order by month.	
Disposition:	Temporary. Retire to records center 3 years after individual assumes position. Destroy 6 years after individual assumes position. Supersedes N1-59-95-11, item 34.	
DispAuthNo:	N1-059-08-13, item 6	Date Edited: 2/25/2009
A-23-010-07	Master List of Annual SF-278, Public Financial Disclosure Report	
Description:	List of all employees required to submit an incumbent financial disclosure report as required by Ethics and Government Act and Ethics Reform Act. Arranged in alphabetical order by last name.	
Disposition:	Temporary. Retire to records center as space requirements and frequency of use dictate. Destroy 2 years after receipt by records center.	
DispAuthNo:	N1-059-08-13, item 7	Date Edited: 2/25/2009
A-23-010-08	Incumbent, New Entrant, and Termination SF-278, Public Financial Disclosure Report	
Description:	Memorandums, position description descriptions, financial disclosure reports, and other background information used to analyze all financial holdings and outside positions disclosed on form to determine if an actual or potential conflict of interest exists. Arranged in alphabetical order by last name.	
Disposition:	Temporary. Destroy all other SF-278 reports when 6 years old; Except documents needed in an ongoing investigation which will be retained until no longer needed in the investigation.	
DispAuthNo:	GRS 25, item 2(a) (2)	Date Edited: 2/25/2009
A-23-010-09	Incumbent and New Entrant OGE-450, Confidential Financial Disclosure Report	
Description:	Memorandums, position descriptions, financial disclosure reports, and other background information used to analyze all financial holdings and outside positions disclosed on form to determine if an actual or potential conflict of interest exists.	
Disposition:	Temporary. Destroy all other OGE Form 450s when 6 years old; Except documents needed in an ongoing investigation which will be retained until no longer needed in the investigation.	
DispAuthNo:	GRS 25, item 2(b) (2)	Date Edited: 2/25/2009

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A-23-010-10	Ethics Training Record
Description:	Electronic listing of all employees who have taken ethics training in a calendar year. Arranged in alphabetical order by last name
Disposition:	Temporary. Block annually. Destroy after 6 years.
DispAuthNo:	N1-059-08-13, item 10
	Date Edited: 2/25/2009
A-23-010-11	Semi-Annual Report of Acceptance of Non-Federal Funding for Travel
Description:	Listing of all bureaus or post employees who have been approved to accept non-federal funding for travel, lodging, or meals on behalf of the Department in an official capacity. Arranged in alphabetical order by bureau or post.
Disposition:	Temporary. Destroy after 1 year of sending report to OGE. NOTE: OGE Rule.
DispAuthNo:	N1-059-08-13, item 11
	Date Edited: 2/25/2009

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Office of Human Rights and Refugees (L/HRR)

A-23-011-01a	Program Files - Arranged by subject	
Description:	a. Subject Files. Correspondence, memorandums, handwritten notes, copies of rules, regulations, cables, UNHCR documents, congressional documents, reports, statements/speeches, facsimiles, articles and other documentation relating to legal issues concerning human rights and refugees.	
Disposition:	Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.	
DispAuthNo:	N1-59-95-11, item 36a	Date Edited: 4/1/1999
A-23-011-01b	Program Files - Arranged alphabetically by country	
Description:	b. Country Files. Reports, articles, cables, correspondence and other documentation related to legal issues and specific countries.	
Disposition:	Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.	
DispAuthNo:	N1-59-95-11, item 36b	Date Edited: 4/1/1999
A-23-011-01c	Program Files - Arranged by case name and number	
Description:	c. Litigation Case Files. Handwritten notes, pleadings, legal opinions, briefs and other legal documents pertaining to litigation brought by or against the Department relating to human rights and refugee issues.	
Disposition:	Permanent. Maintain in active and inactive blocks. Retire inactive cases to RSC 1 year after case is closed. Transfer to WNRC 5 years after case is closed. Transfer to the National Archives 30 years after close of case.	
DispAuthNo:	N1-59-95-11, item 36c	Date Edited: 4/1/1999

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Office of Law Enforcement and Intelligence (L/LEI)

**A-23-012-
01a** **Extradition Case Files**

Description: Dossiers documenting U.S. and foreign extradition requests of fugitives to be tried for crimes committed in the United States or in foreign countries.

a. Precedent and Historical Cases.

Disposition: Permanent. Retire to RSC 2-years after case is closed. Transfer to WNRC 10-years after case is closed. Transfer to the National Archives 30-years after case is closed.

DispAuthNo: N1-59-00-06, item 1a **Date Edited:** 7/29/1999

**A-23-012-
01b(1)** **Extradition Case Files**

Description: Dossiers documenting U.S. and foreign extradition requests of fugitives to be tried for crimes committed in the United States or in foreign countries.

b. Non-precedent and non-historical cases.

(1) Recordkeeping copy

Disposition: Retire to the RSC two years after the case is closed for transfer to a records storage facility. Destroy 20-years after case is closed.

DispAuthNo: N1-59-00-06, item 1b(1) **Date Edited:** 7/29/2002

**A-23-012-
01b(2)** **Extradition Case Files**

Description: Dossiers documenting U.S. and foreign extradition requests of fugitives to be tried for crimes committed in the United States or in foreign countries.

(2) Electronic Copies created on electronic mail and word processing systems.

Disposition: Delete after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-06, item 1b(2) **Date Edited:** 7/29/2002

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A-23-012-02a	Extradition Card File and Computer Database.	
Description:	Card file and computer database used to track extradition cases, gather statistics, do analyses, respond to FOIA requests and from time to time to refer to and cite previous cases. a. Card Files.	
Disposition:	Destroy when no longer needed.	
DispAuthNo:	N1-59-95-11, item 38a	Date Edited: 4/1/1999
A-23-012-02b	Extradition Card File and Computer Database - Card file and computer database used to track extradition cases, gather statistics, do analyses, respond to FOIA requests and from time to time to refer to and cite previous cases	
Description:	b. Computer Database File. Software dependent database compiled with information extracted from case files used to track status of cases. Also used to do analyses and statistical reports.	
Disposition:	Delete information in database when no longer needed.	
DispAuthNo:	N1-59-95-11, item 38b	Date Edited: 4/1/1999
A-23-012-03	General Extradition Subject Files	
Description:	Telegrams, memorandums, reports, handwritten notes, circulars and regulations, copies of legislation, background information, correspondence between the Department of State and the Department of Justice, copies of hearings and other documentation relating to extradition matters.	
Disposition:	Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the WNRC. Transfer to the National Archives when 30 years old.	
DispAuthNo:	N1-59-95-11, item 39	Date Edited: 4/1/1999
A-23-012-04	Extradition Chronological Files	
Description:	Copies of diplomatic notes, surrender warrants and declarations arranged chronologically. Has maintained a complete record to be used for reference and research purposes.	
Disposition:	Destroy when no longer needed.	
DispAuthNo:	N1-59-95-11, item 40	Date Edited: 4/1/1999

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A-23-012-05	Extradition Country Files - Arranged in alphabetical order by country	
Description:	Telegrams, diplomatic notes, correspondence, memorandums and other documentation relating to extradition issues that are country specific.	
Disposition:	Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.	
DispAuthNo:	N1-59-95-11, item 41	Date Edited: 4/1/1999
A-23-012-06	Subject and Country Files (Attorney-Advisers' Files)	
Description:	Telegrams, memorandums, reports, correspondence, policy papers and directives, notes, chits, drafts, e-mail, documents, and other material relating to all matters dealt with by L/LEI. Subjects include international law enforcement issues, extradition matters, narcotic matters, intelligence coordination and oversight, counter-terrorism, Mutual Legal Assistance Treaties (MLATs), war criminality, interagency intelligence liaison, intelligence activities, and other related activities.	
Disposition:	Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.	
DispAuthNo:	N1-59-95-11, item 42	Date Edited: 4/1/1999
A-23-012-07a	Litigation Case Files - Court documents, telegrams, memorandums, research and reference material, legislation histories, exhibits and other documentation relating to specific cases	
Description:	a. Precedent and Historical Cases.	
Disposition:	Permanent. Retire to RSC 2 years after the case is closed. Transfer to WNRC 10 years after case is closed. Transfer to the National Archives 30 years after case is closed.	
DispAuthNo:	N1-59-95-11, item 43a	Date Edited: 4/1/1999
A-23-012-07b	Litigation Case Files - Court documents, telegrams, memorandums, research and reference material, legislation histories, exhibits and other documentation relating to specific cases	
Description:	b. Non-Precedent and Non-Historical Cases.	
Disposition:	Retire to RSC 2 years after case is closed for transfer to the WNRC. Destroy 10 years after case is closed.	
DispAuthNo:	N1-59-95-11, item 43b	Date Edited: 4/1/1999

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Office of Management (L/M)

A-23-013-01 Subject Files

Description: Copies of legislation, rules, circulars, notices and regulations, correspondence, telegrams, memoranda, articles, legislative histories, legal briefs and other legal documents, policy statements, press releases, and other documentation that the Office of Legislation and General Management accumulates while providing advice and support to client bureaus.

Disposition: Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 44 **Date Edited:** 4/1/1999

A-23-013-02 Litigation Case Files - Arranged by case name and number

Description: Depositions, legal briefs and other legal documents pertaining to litigation brought by or against the Department relating to the Freedom of Information Act and Privacy Act.

Disposition: Maintain in active/inactive series. Retire inactive cases to RSC 1 year after case is closed for transfer to the WNRC. Destroy 10 years after case is closed.

DispAuthNo: N1-59-95-11, item 45 **Date Edited:** 4/1/1999

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Office of Oceans, International Environmental and Scientific Affairs (L/OES)

A-23-014-01 Subject Files

Description: Telegrams, memorandums, position papers, background information, correspondence, copies of legislation, copies of agreements and treaties, court documents and other documentation used in rendering legal advice and assistance in the negotiation, drafting, application and interpretation of international agreements, and coordinating other legal activities related to oceans, international environmental and scientific affairs.

Disposition: Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 46

Date Edited: 4/1/1999

A-23-014-02 Country Files

Description: Telegrams, memorandums, position papers, background information, correspondence, copies of treaties and agreements, court documents pertaining to and arranged by specific countries.

Disposition: Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 47

Date Edited: 4/1/1999

A-23-014-03 Court Documents (separate collection).

Description: Court documents and briefs cited in court cases maintained as a separate collection. Does not include briefs interfiled with other documents.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-95-11, item 48

Date Edited: 4/1/1999

Reserved

**A-23-015-
000 RESERVED.**

Description:

Disposition:

DispAuthNo: Reserved

Date Edited: 7/29/2002

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Office of Private International Law (L/PIL)

A-23-016-01a	International Organization Files - Arranged by organization and thereunder by subject	
Description:	a. Administrative Files. Documentation relating to the structure and management of international organizations and conferences. Contains information on the budget, pension plans, size of the bodies, staffing, building, etc.	
Disposition:	Retire to RSC when 5 years old. Destroy when 10 years old.	
DispAuthNo:	N1-59-95-11, item 51a	Date Edited: 4/1/1999
A-23-016-01b	International Organization Files - Arranged by organization and thereunder by subject	
Description:	b. Subject Files. Telegrams, draft and final minutes of meetings, reports of meetings, correspondence, draft conventions, final texts of treaties, reports on treaty interpretation and responses to them, speeches, articles and other documentation documenting U.S. participation in international organizations for the purpose of coordinating the development of private international law.	
Disposition:	Permanent. Retire to RSC 10 years after treaty enters into force. Transfer to WNRC 15 years after treaty enters into force. Transfer to the National Archives 30 years after treaty enters into force.	
DispAuthNo:	N1-59-95-11, item 51b	Date Edited: 4/1/1999
A-23-016-02	Advisory Committee Meetings on Private International Law - Arranged by meeting and by study group in addition to some general files about the committee	
Description:	Minutes, annual reports, agendas, correspondence, memorandums, drafts, and other material relating to the establishment and work of the Committee.	
Disposition:	Permanent. Retire to RSC 10 years after meeting for transfer to WNRC. Transfer to the National Archives 30 years after meeting.	
DispAuthNo:	N1-59-95-11, item 52	Date Edited: 4/1/1999
A-23-016-03	Miscellaneous Correspondence Files (ACPIL)	
Description:	Correspondence from individuals requesting information or asking questions about subjects not relating to International Organizations and Advisory Committees.	
Disposition:	Destroy when 2 years old.	
DispAuthNo:	N1-59-95-11, item 53	Date Edited: 4/1/1999

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Office of Diplomatic Law and Litigation (L/DL)

A-23-017-01	Litigation Case Files - Arranged by country	
Description:	Memorandums, correspondence, cables, notes, facsimiles, court decisions and other documents relating to litigation involving an Embassy or Foreign Service National employee.	
Disposition:	Retire to RSC 10 years after the close of case for transfer to the Washington National Records Center (WNRC). Destroy 20 years after close of case.	
DispAuthNo:	N1-59-95-11, item 54	Date Edited: 4/1/1999
A-23-017-02	Foreign Litigation Case Files	
Description:	Memorandums, correspondence, cables, handwritten notes, copies of reference material and other documentation relating to foreign sovereignty and immunity cases against the United States, U.S. corporations and individuals.	
Disposition:	Retire to RSC 5 years after close of case. Destroy 10 years after close of case.	
DispAuthNo:	N1-59-95-11, item 55	Date Edited: 4/1/1999
A-23-017-03	Privileges and Immunities Files - Arranged by subject and thereunder by country	
Description:	Cables, correspondence, memorandums, diplomatic notes, facsimiles, copies of international agreements and other documentation relating to diplomatic immunities of foreign diplomats and accompanying issues. Included are the dependent employment files.	
Disposition:	Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the WNRC. Transfer to the National Archives when 30 years old.	
DispAuthNo:	N1-59-95-11, item 56	Date Edited: 4/1/1999
A-23-017-04	Foreign Missions Act Files - Arranged by subject and/or issue	
Description:	Cables, memos, correspondence, handwritten notes, facsimiles and other documentation relating to the Foreign Missions Act. Included are rules and regulations for Foreign Missions and the diplomats connected thereto and issues concerning reciprocity.	
Disposition:	Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.	
DispAuthNo:	N1-59-95-11, item 57	Date Edited: 4/1/1999

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A-23-017-05	Diplomatic Tax Files
Description:	Diplomatic notes and cables relating to a variety of tax issues involving foreign missions and diplomats in the U.S. and American missions and personnel abroad.
Disposition:	Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Destroy when 10 years old.
DispAuthNo:	N1-59-95-11, item 58
	Date Edited: 4/1/1999
A-23-017-06	Foreign Heads of State Immunity Files - Arranged by name of foreign head of state or subject
Description:	Decisions, talking points, court documents, transcripts, memorandums, correspondence and other documentation relating to litigation involving foreign heads of state.
Disposition:	Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-95-11, item 59
	Date Edited: 4/1/1999

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Office of Treaty Affairs (L/T)

A-23-018-01	Original Treaties and Agreements in Force - Arranged in numerical order by TIAS (publication) number	
Description:	Original treaties and agreements in force having undergone ratification and proclamation by the President. Consist of original agreement and TIAS publication, if applicable. Included are classified treaties which are not published. Recordkeeping medium is paper.	
Disposition:	PERMANENT. Retire to RSC for immediate transfer to National Archives as volume warrants. (Supersedes N1-59-95-11, item 60).	
DispAuthNo:	N1-059-07-12, item 1	Date Edited: 11/12/2008
A-23-018-02	Original Agreements Not Published - Arranged by subject and date	
Description:	Original agreements that are not published. Record keeping medium is paper.	
Disposition:	PERMANENT. Retire to RSC for immediate transfer to National Archives as volume warrants.	
DispAuthNo:	N1-059-07-12, item 2	Date Edited: 11/12/2008
A-23-018-03	TIAS Publications Documentation	
Description:	Correspondence, documents, galleys, manuscripts, Publishing Services Requisition/Purchase Order/Invoice/Receiving Report/Voucher (DS-5R).	
Disposition:	TEMPORARY. Destroy 1 year after publication. (Supersedes N1-59-95-11, item 61).	
DispAuthNo:	N1-059-07-12, item 3	Date Edited: 11/12/2008
A-23-018-04	Vital Records	
Description:	Consist of extra copies of TIAS publications, texts of agreements not published, UST Bound Volumes (United States Treaties), Treaties in Force yearly publications and Slip Laws (Public Law) deposited at relocation site.	
Disposition:	TEMPORARY. Retain at relocation site until notified by L/T. (Supersedes N1-59-95-11, item 62).	
DispAuthNo:	N1-059-07-12, item 4	Date Edited: 11/12/2008

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A-23-018-05	Treaty and Agreement Background Files- Arranged by subject	
Description:	Texts and background information on treaties and other international agreements of the United States (1778-Present). Copies of treaties, translations and transmittals, copies of texts of agreements; telegrams, airgrams and dispatches; memoranda and other official correspondence of background interest. Recordkeeping medium is paper.	
Disposition:	PERMANENT. Retire to RSC 5 years after termination of agreement for transfer to WNRC. Transfer to the National Archives 30 years after termination of agreement. (Supersedes N1-59-95-11, item 63).	
DispAuthNo:	N1-059-07-12, item 5	Date Edited: 11/12/2008
A-23-018-06	Treaty and Agreement Index Card File	
Description:	Used with treaty background files. Abstracts containing vital information relating to treaties, i.e. where signed, date of entry into force, duration, amendments, extensions, etc., termination dates and action, legal basis, etc. Use of the card file ended c. 2004. Recordkeeping medium is paper.	
Disposition:	PERMANENT. Retain in L/T until automated; then retire to RSC for transfer to the National Archives in 2010. (Supersedes N1-59-95-11, item 64).	
DispAuthNo:	N1-059-07-12, item 6	Date Edited: 11/12/2008
A-23-018-07	Treaty and Agreement Negotiating Files - Arranged by subject	
Description:	Texts and background information on treaties and other international agreements of the United States which have not been concluded but are in the negotiating stage. Copies of proposed treaties, translations and transmittals, copies of texts of agreements, telegrams, memoranda and other official correspondence of background interest. Recordkeeping medium is paper.	
Disposition:	PERMANENT. When treaty or agreement has been concluded, remove and place in treaty background file or retire as a separate collection. Retire to RSC 5 years after termination of agreement or as volume warrants for transfer to WNRC. Transfer to the National Archives 30 years after termination of agreement. (Supersedes N1-59-95-11, item 65).	
DispAuthNo:	N1-059-07-12, item 7	Date Edited: 11/12/2008

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A-23-018-08	Agreements between countries in which the U.S. is not a participant (Bilateral and Multilateral)	
Description:	Copies of text and related background information on multilateral agreements between multiple countries of which the U.S. is not a participant. Copies of the agreements, telegrams, airgrams, dispatches and other related correspondence of background interest. Recordkeeping medium is paper.	
Disposition:	PERMANENT. Cut off as volume and use warrant. Retire to RSC for transfer to WNRC. Transfer to NARA when 30 years old. (Supersedes N1-59-95-11, item 66).	
DispAuthNo:	N1-059-07-12, item 8	Date Edited: 11/12/2008
A-23-018-09	Treaty and Agreement Log Books	
Description:	Log of all treaties and agreements which it received. The log includes the following information: date of receipt, classification, country with which agreement is made, date signed, subject, and the TIAS number (when appropriate). Recordkeeping medium is paper.	
Disposition:	PERMANENT. When no longer needed, transfer to the National Archives. (Supersedes N1-59-95-11, item 67).	
DispAuthNo:	N1-059-07-12, item 9	Date Edited: 11/12/2008
A-23-018-10	Circular 175 Logs	
Description:	Logs consisting of abstracts of the Circular 175 memorandums maintained by subject.	
Disposition:	TEMPORARY. Destroy when no longer needed. (Supersedes N1-59-95-11, item 68).	
DispAuthNo:	N1-059-07-12, item 10	Date Edited: 11/12/2008
A-23-018-11	Circular 175 Memorandum	
Description:	Copies of action memorandum to Department principals recommending authorization to negotiate and/or conclude international agreements. (Master copy maintained as part of Treaty and Agreement Background Files.)	
Disposition:	TEMPORARY. Retain in L/T as reference. Destroy when no longer needed. (Supersedes N1-59-95-11, item 69).	
DispAuthNo:	N1-059-07-12, item 11	Date Edited: 11/12/2008

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A-23-018-12	Central Subject Matter Files (General Treaty and Agreement Information Files)		
Description:	Memorandums, reports, opinions, lists, correspondence, documents, and other information on the general subject of treaties and agreements. Topics include treaty and agreement practice, treaty and agreement termination, dispute settlements, and other such matters. Recordkeeping medium is paper.		
Disposition:	PERMANENT. Cut off as volume and use warrant. Retire to RSC for transfer to WNRC. Transfer to NARA when 30 years old. (Supersedes N1-59-95-11, item 70).		
DispAuthNo:	N1-059-07-12, item 12	Date Edited:	11/12/2008
A-23-018-13	Treaties in Force Publication		
Description:	Publication listing treaties and international agreements to which the United States has become a party and which are carried on the records of the Department of State as being in force as of January 1 of each year.		
Disposition:	TEMPORARY. Destroy when superseded. (Supersedes N1-59-95-11, item 71).		
DispAuthNo:	N1-059-07-12, item 13	Date Edited:	11/12/2008
A-23-018-14	Depositary Documentation: Individual Country Files		
Description:	Treaties for which the United States is a depositary, individual country files for states that ratify/sign- including original full power documents, instruments of ratification, and any related documentation (telegrams, faxes, and correspondence). Recordkeeping medium is paper.		
Disposition:	PERMANENT. Retire to the National Archives as volume warrants.		
DispAuthNo:	N1-059-07-12, item 14	Date Edited:	11/12/2008
A-23-018-15	Depositary Documentation: Original Treaties		
Description:	Originals of treaties for which the United States is a depositary. Recordkeeping medium is paper.		
Disposition:	PERMANENT. Once no longer needed for signature, transfer to the National Archives.		
DispAuthNo:	N1-059-07-12, item 15	Date Edited:	11/12/2008
A-23-018-16	UN Registration Files and Documentation		
Description:	Correspondence, documents, treaty slips regarding the registration of treaties and agreements at the United Nations. Recordkeeping medium is paper.		
Disposition:	PERMANENT. Retire to RSC for transfer to WNRC. Transfer to NARA when 30 years old.		
DispAuthNo:	N1-059-07-12, item 16	Date Edited:	11/12/2008

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A-23-018-17 Treaty Information Management System (TIMS)

Description: The Treaty Information Management System (TIMS) is a cumulative database of all treaties in force and terminated treaties since 2004 which is used as an electronic indexing system to track and manage information about treaties, agreements, and international acts of the United States. The following types of information are included in the database: title, instrument type, status, signatories, subject, Treaties and other International Acts Series (TIAS) number, entry into force information, approval information, and duration and termination information.

Disposition: PERMANENT. Transfer annual snapshot of data to the National Archives when 25 years old and thereafter, send a snapshot every 10 years, or sooner if the system is discontinued or if records are migrated to another system that changes the record content.

DispAuthNo: N1-059-09-3, item 1

Date Edited: 4/15/2009

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Office of United Nations Affairs (L/UNA)

A-23-019-01a	Program Files - Arranged by subject/country and thereunder broken down by secondary subject, organization or meeting, convention, case, international law, agreement, etc.
Description:	Documents legal advice and support to the various bureaus in the Department with regard to issues and problems relating to U.S. participation in the United Nations, its specialized agencies and other international organizations. Telegrams, UN documents, memorandums, newspaper clippings, airgrams, press releases and guidance, correspondence, copies of speeches, facsimiles, position papers, reports and other documents. a. General Subject and Country Files.
Disposition:	Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives after 5 years.
DispAuthNo:	N1-59-95-11, item 72a
	Date Edited: 4/1/1999
A-23-019-01b(1)	Program Files - Arranged by subject/country and thereunder broken down by secondary subject, organization or meeting, convention, case, international law, agreement, etc.
Description:	Documents legal advice and support to the various bureaus in the Department with regard to issues and problems relating to U.S. participation in the United Nations, its specialized agencies and other international organizations. Telegrams, UN documents, memorandums, newspaper clippings, airgrams, press releases and guidance, correspondence, copies of speeches, facsimiles, position papers, reports and other documents. b. Case Files. (1) Precedent Cases.
Disposition:	Permanent. Retire to RSC one year after close of case. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-95-11, item 72b(1)
	Date Edited: 4/1/1999

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A-23-019-01b(2)	Program File - Organized by subject/country and thereunder broken down by secondary subject, organization or meeting, convention, case, international law, agreement, etc.	
Description:	Documents legal advice and support to the various bureaus in the Department with regard to issues and problems relating to U.S. participation in the United Nations, its specialized agencies and other international organizations. Telegrams, UN documents, memorandums, newspaper clippings, airgrams, press releases and guidance, correspondence, copies of speeches, facsimiles, position papers, reports and other documents. b. Case Files. (2) All Other Cases.	
Disposition:	Retire to RSC one year after close of case. Destroy 10 years after close of case.	
DispAuthNo:	N1-59-95-11, item 72b(2)	Date Edited: 4/1/1999
A-23-019-02	Advisory Committee on International Law	
Description:	The records are by meeting in addition to some general files about the committee. The files consist of minutes, annual reports, agendas, correspondence, memorandums, drafts, and other material relating to the establishment and work of the Committee.	
Disposition:	Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.	
DispAuthNo:	N1-59-95-11, item 73	Date Edited: 4/1/1999

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General

A-23-020-01	Chronological Files (Covers all offices except F.O. principals and L/LEI chronos)	
Description:	Extra copies of outgoing communications of all types arranged chronologically. The official record copy of the communications are filed elsewhere by subject or case.	
Disposition:	Destroy when 1 year old, or when no longer needed, whichever is sooner. If records in the Chronological Files are NOT extra copies of documents, they have the same disposition as that component's Program, Subject, or Country Files as noted elsewhere in this schedule.	
DispAuthNo:	N1-59-95-11, item 74	Date Edited: 4/1/1999
A-23-020-02	Office Administrative Files (Supervisor/Director)	
Description:	Records relating to the internal administration or housekeeping activities of the office. These files relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget records, supplies, training, etc.	
Disposition:	Destroy when 2 years old, or when no longer needed, whichever is sooner.	
DispAuthNo:	GRS 23, item 1	Date Edited: 4/1/1999
A-23-020-03	Security and Safety Files (General)	
Description:	Documents pertaining to general security and safety within an office, such as copies of security surveys and inspection reports, excluding those maintained by the Bureau of Diplomatic Security. Includes OF-117, Notice of Security Violations, copies of security violation reports, OF-118, Record of Violation and related documents.	
Disposition:	Block annually. Destroy when 2 years old.	
DispAuthNo:	GRS 23, item 1	Date Edited: 4/1/1999
A-23-020-04	Officer Working Files (Covers all offices except L/CID)	
Description:	Files maintained by or for individual attorneys consisting of extra or information copies of telegrams, memorandums, preliminary or rough drafts of communications, reports and other documentation.	
Disposition:	Review annually and destroy material no longer needed for current work assignment or project. This item DOES NOT apply to the Program, Subject, Country, Litigation, and other primary files of components of the Office of the Legal Adviser described on this schedule even if maintained in an individual's office.	
DispAuthNo:	N1-59-95-11, item 77	Date Edited: 4/1/1999

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A-23-020-05 Reference Files

Description: Printed reports, special studies, internal instructions, information manuals, legislative publications and other documents used for reference purposes.

Disposition: Review annually and destroy material of no further reference value.

DispAuthNo: GRS 23, item 6

Date Edited: 4/1/1999

Office of Political-Military Affairs (L/PM)**A-23-025-01 Subject and Country Files - Overall arrangement is by subject but subdivided by secondary subject, country, date, section of act or appropriate breakdown**

Description: Telegrams, memorandums, memorandums of conversation, policy papers and directives, proceedings of meetings, reports, copies of legislation, rules, circulars, notices and regulations, correspondence, copies of agreements, draft texts of agreements and treaties, and legal documents documenting legal advice and assistance provided on matters relating to foreign military assistance, military applications of atomic/nuclear energy and space technology, disarmament, global military and all other related politico-military issues.

Disposition: PERMANENT. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 49

Date Edited: 4/1/1999

A-23-025-02 Litigation Case Files - Arranged by name of case

Description: Cases relating to suits brought against U.S. armed forces and those brought by the United States involving international traffic in arms that violate the Arms Export Control Act. Memorandums, copies of regulations and legislation, and telegrams.

Disposition: Permanent. Retire to RSC 2 years after the case is closed. Transfer to the WNRC 10 years after case is closed. Transfer to the National Archives 30 years after case is closed.

DispAuthNo: N1-59-95-11, item 50

Date Edited: 4/1/1999

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Legal Advisor for Legislation and Foreign Assistance (L/LFA)

A-23-026-01 Subject and Country Files

Description: Telegrams, memorandums, memorandums of conversation, policy papers and directives, proceedings of meetings, reports, copies of legislation, rules, circulars, notices and regulations, correspondence, copies of agreements, draft texts of agreements and treaties, and legal documents documenting legal advice and assistance provided on matters relating to foreign assistance, appropriations and authorization legislation, and all other related legislative issues. Files arranged by subject but subdivided by secondary subject, country, date, section of act, or appropriate breakdown. Recordkeeping medium is paper.

Disposition: PERMANENT. Retire to a records storage facility 2 years after the case is closed. Transfer to the WNRC 10 years after case is closed. Transfer to the National Archives 25 years after case is closed.

DispAuthNo: N1-059-08-12, item 1 **Date Edited:** 11/12/2008

A-23-026-02 Litigation Case Files

Description: Cases relating to suits brought against U.S. related to appropriations or foreign assistance. Memorandums, copies of regulations and legislation, and telegrams. Files arranged by name of case. Recordkeeping medium is paper.

Disposition: PERMANENT. Retire to the records center facility 2 years after the case is closed. Transfer to the WNRC 10 years after case is closed. Transfer to the National Archives 25 years after case is closed.

DispAuthNo: N1-059-08-12, item 2 **Date Edited:** 11/12/2008

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Legal Adviser for Nonproliferation and Verification (L/NPV)

A-23-030-01	Nonproliferation Subject Files	
Description:	Substantive files relating to specific subject or country topic that establishes, discusses or defines nonproliferation policy. May include memoranda, memoranda of conversation, policy papers and directives, proceedings of meetings, reports, copies of legislation, rules, circulars, notices and regulations, correspondence, copies of agreements, draft texts of agreements and treaties, and legal documents documenting legal advice and assistance provided on matters relating to nonproliferation. Arranged alphabetically by subject.	
Disposition:	PERMANENT: Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Service Center (WNRC). Transfer to National Archives 25 years after closure.	
DispAuthNo:	N1-59-02-01, item 1a	Date Edited: 1/14/2011
A-23-030-02	Litigation Case Files	
Description:	Files include cases relating to suits brought against the U.S. Government and those brought by the United States involving activities related to the Atomic Energy Act and other nonproliferation related matters. Files include memoranda, copies of regulations and legislation, telegrams, briefs, affidavits and depositions.	
Disposition:	Disposition Not Authorized	
DispAuthNo:	N1-59-02-01, item 2	Date Edited: 1/14/2011
A-23-030-03	Arms Control and Verification Subject Files	
Description:	Substantive files relating to specific subject or topic that establishes, discusses, or defines arms control and verification policy. May include memoranda, memoranda of conversation, policy papers and directives, proceedings of meetings, reports, copies of legislation, rules, circulars, notices and regulations, correspondence, copies of agreements, draft texts of agreements and treaties, and legal documents documenting legal advice and assistance provided on matters relating to arms control and verification. Arranged alphabetically by subject.	
Disposition:	PERMANENT: Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Service Center (WNRC). Transfer to National Archives 25 years after closure. (Ref N1-383-97-1, item 3a and N1-59-95-11, item 49)	
DispAuthNo:	N1-59-01-09, item 1a	Date Edited: 1/14/2011

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A-23-030-04 Treaty Negotiation Files

Description: Files contain duplicate copies of materials relating to the negotiations of treaties and agreements; working group proceedings; official copies of position papers and briefing books; analytical working papers; memoranda of conversation; Presidential decisions; talking points; planning papers; delegation lists; speeches; reports; meeting agendas; meeting minutes and other substantive records relating to arms control and verification. Arranged alphabetically by subject, or chronologically by negotiation round.

Disposition: PERMANENT: Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 25 years after closure.

DispAuthNo: N1-59-01-09, item 2a

Date Edited: 10/4/2001
